



DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH SUSTAINMENT COMMAND (EXPEDITIONARY)
UNIT #15015
APO AP 96218-5015

REPLY TO
ATTENTION OF:

EANC-GP

09 MAY 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #3 – Equal Opportunity Complaint Procedures and Protection Against Reprisal

1. REFERENCE. Army Regulation 600-20, Army Command Policy, 7 Jun 06.
2. PURPOSE. This memorandum provides my policy and procedural guidance regarding Equal Opportunity Complaint Procedures and Protection Against Reprisal.
3. APPLICABILITY. This policy applies to all 19th Sustainment Command (Expeditionary) U.S./KATUSA Soldiers and family members.
4. Policy.
 - a. Individual rights. U.S./KATUSA Soldiers and family members have the right to:
 - (1) Present a complaint to the command without fear of intimidation, reprisal, or harassment.
 - (2) Communicate with the commander concerning their complaints.
 - (3) Receive assistance when submitting a complaint.
 - (4) Receive training on the Army's Equal Opportunity complaint and appeals process.
 - b. Individual responsibility. Individuals are responsible for:
 - (1) Advising the command of the specifics of sexual harassment and unlawful discrimination complaints and providing the command an opportunity to take appropriate action to rectify/resolve the issue.
 - (2) Submitting only legitimate complaints and exercising caution against unfounded or reckless charges.
 - c. While not required, it is recommended that the individual attempt to resolve a

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complaint by first informing the alleged offender that the behavior must stop.

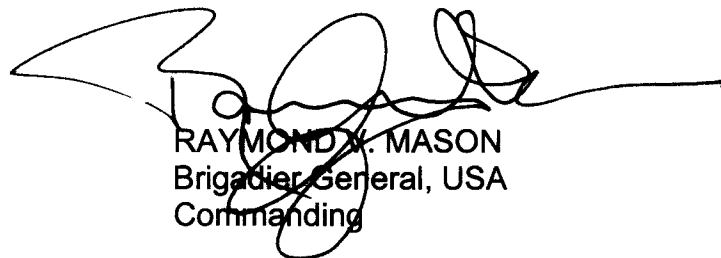
d. Filing and Processing Equal Opportunity Complaints. Complaints can be filed with the 19th ESC Equal Opportunity Advisor or Unit Equal Opportunity Representatives. For filing and processing of equal opportunity or sexual harassment complaints, follow the procedures as outlined in AR 600-20, Appendix E.

e. I fully support the constitutional mandate and institutional goals of the Army's Equal Opportunity Program. I expect all Soldiers in the command and their family members to actively demonstrate a similar commitment. Equal Opportunity is an inherent right of citizenship, and therefore a responsibility of military command and leadership. Personal involvement at all levels is the key to successful attainment of equal opportunity principles and objectives. However, the chain of command is the primary and preferred channel of communicating, reporting, and correcting discriminatory practices.

5. I expect all commanders to personally make Soldiers aware that they have the right to present EO/SH complaints on a DA 7279-R without fear of reprisal. Commanders will ensure when complaints are sworn that the timelines outlined in paragraph 6-8, AR 600-20, are followed and that the prescribed feedback to the Soldier and follow-up is conducted. Commanders will also provide written feedback to the alleged perpetrator on the outcome of the investigation and subsequent actions to be taken by the chain of command. The personal interest demonstrated by commanders at all levels will ensure the success of the 19th ESC mission.

6. SUPERSESSION. This Policy memo supersedes 19th TSC Policy Letter #3 dated 07 Jan 05.

7. The point of contact is the 19th ESC Equal Opportunity Advisor at 768-8542. To place a call from the United States, dial 011-82-53-470-8542.



RAYMOND X. MASON
Brigadier General, USA
Commanding

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